

POSITION: Resident House Manager
REPORTS TO: Assistant Director for Housing
STATUS: Non-Exempt, Part-Time, 30-37 hours per week
COMPENSATION: DOE \$13-15 per hour; private room and board on-site
BENEFITS: Comprehensive Benefits Package, Paid Holidays, Sick, and Vacation
LOCATION: Sacramento, CA

JOB SUMMARY:

The Resident House Manager is responsible for all aspects of resident supervision in the Transitional Living Program for LGBTQ youth (18-24) victims of crime. This includes supervising resident activities, maintaining a safe and supportive atmosphere, ensuring residents adhere to programs rules, and complete their chores. The Resident House Manager lives on-site at the house with residents and will be provided with a private room.

This position reports to the Assistant Director for Housing and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This position is a **live-in** position. The working hours will be 6 days a week, in 4 to 5-hour blocks, generally from 6 – 10 p.m with limited on-call status. This is a part-time, non-exempt position.

RESPONSIBILITIES:

- Assist residents in teaching meal preparation and household management.
- Create meal plans with residents and do the weekly grocery shopping with the residents.
- Facilitate life skills workshops including job searching, GED preparation, and college financial aids services, etc.
- Help residents work through conflict with others living in the house.
- Participate/Guide weekly house meetings.
- Assist youth with transportation to and from appointments.
- Ensure vacated rooms are cleaned and ready for new residents.
- Participate in resident interviews.
- The Resident House Manager is required to be in the home during work hours (exceptions include transportation, grocery shopping, or attending to meetings at the office)
- When the Resident House Manager is unavailable during work/evening hours they must seek coverage by contacting the Assistant Director for Housing
- Communicate with day staff to facilitate the development of a strong team.
- Maintain a positive relationship with neighbors.
- Basic maintenance, organization & cleaning of facilities (including, but not limited to, laundry, dishes, sweeping/mopping, and supporting residents in maintaining clean living environment)

- Assist in the data collection of program use.
- Serve as a representative of the organization in collaborative partner networks and at related community and Center events and activities.
- Other duties as assigned by the Assistant Director for House.

REQUIREMENTS:

- Associate degree in sociology, social services, health, or other closely related field preferred and 2 years of work experience working with youth; or high school diploma and 4 years of directly related work experience may be substituted for formal education.
- Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- Valid driver's license and access to reliable automobile transportation with proof of valid insurance is required.
- Flexible availability to work evening and weekend hours as needed.
- Offer of employment may be contingent on satisfactory results of a criminal history background check.
- Flexibility of schedule, including evenings, weekends, and limited travel as necessary.
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate message ad tone by telephone.

QUALIFICATIONS:

- Experience in or with systems of care (homelessness, foster care, juvenile justice, mental health, etc.)
- Strong judgment, discretion and problem-solving skills.
- Familiarity with and passion for LGBTQ issues and experience working with diverse populations modeling a client-centered approach.
- Ability to consistently set priorities, provide information effectively, and efficiently time and task manage.
- Excellent verbal and written communication skills, attention to detail, and interpersonal and presentation skills.
- Understanding of grant project management and data collection to ensure contract deliverables.
- Highly organized and able to work independently to manage multiple program components simultaneously and integrate with a larger team.
- Proficient working knowledge of Microsoft Office 365 including Outlook, Word, Excel, PowerPoint, OneDrive, client services databases, and social media tools.

ABOUT THE ORGANIZATION:The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

EQUAL OPPORTUNITY:

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, non-binary, or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

TO APPLY:

Email a cover letter and resume as attachments to jobs@saccenter.org with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1927 L Street, Sacramento, CA 95811. For more information, visit saccenter.org/careers. No phone calls please.

